

Adoption of Rules of Procedure

December 3, 2015

The Honorable Mayor Ellison and
Members of the City Commission:

The Royal Oak City Charter Chapter 3 Section 5, requires in part that the Royal Oak City Commission keep a journal of its proceedings in English and determine its own rules. Historically, the city commission has adopted Robert's Rules of Order. The city commission also established a rules committee that has adopted various rules specific to the City of Royal Oak's needs to augment Robert's Rules of Order. Entitled Royal Oak City Commission Meeting Rules of Procedure, this document is attached for your consideration (Attachment 1).

These meeting rules have contained the 2009 Rules of Procedure for Citizen Participation, which appear on the back of each city commission meeting agenda. We are recommending an updated version of this be incorporated. The newer version has a change in the title, Rules of Procedure for *Public* Participation, and now includes a definition of "public comment". No changes were made to the introduction, nor any of the six listed criteria for individuals addressing the city commission during public comment (Attachment 2).

The following resolution is recommended for adoption:

Be it resolved, a journal of the proceedings of the 48th Royal Oak City Commission will be kept in English; and

Be it further resolved, Robert's Rules of Orders (latest edition) and Royal Oak City Commission Meeting Rules of Procedure, incorporating Rules of Procedure for Public Participation, are both adopted by the 48th Royal Oak City Commission as their official rules of procedure; and

Be it finally resolved, where inconsistencies or conflict exist between Robert's Rules and the Royal Oak City Commission Meeting Rules of Procedure, the latter document shall prevail.

Respectfully submitted,
Carol Schwanger
Legal Administrative Assistant to the City Attorney
Administrative Assistant to the City Manager

Approved,

Donald E. Johnson
City Manager

2 Attachments

Attachment 1

CITY COMMISSION MEETING RULES OF PROCEDURE

The City of Royal Oak Rules Committee has developed the following document, with approval of the city commission, for the governing Royal Oak City Commission Meetings and other miscellaneous business necessary for city operations that may occur between meetings.

1. The mayor or city manager shall have the authority to cancel a scheduled Royal Oak City Commission Meeting for good cause. The city clerk shall post notice of any such cancellation as soon as is reasonably possible after the cancellation.
2. A city commission member shall not engage in electronic communication with another city commission member or a member of the public during a regular or special city commission meeting. Electronic communication is defined as an email; text message; instant message; website or blog posting; or any other form of communication transmitted or retrieved through the use of an electronic device.
3. Prior to the posting of a city commission meeting agenda, an item will be added to the agenda upon receipt of a written request from any two city commission members by the city manager or city clerk. After an agenda is posted, a member of the city commission can request that an item be added at the meeting at the time that the agenda is approved.
4. The city commission by resolution on April 18, 2011 unanimously approved a travel policy. The travel policy is hereby incorporated as part of this rules of procedure document.
5. The Appointments to Advisory Boards, Commissions and Committees Ordinance is hereby incorporated as part of this rules of procedure document.
6. The mayor is hereby approved to coordinate and make recommendations to the city commission of the appointments of its members to committees upon the seating of a new city commission and incorporates this process as part of the rules of procedure document.
7. Reconsideration of Question, as it appears in Robert's Rules of Order, is hereby approved as part of this rules of procedure document.
8. The mayor or any two members of the city commission may call a Special Meeting of the Royal Oak City Commission up at least 18-hours written notice to each member, served personally or left at their usual place of residence; provided however any Special Meeting of the Royal Oak City Commission at which all members of the city commission are present shall be a legal meeting for all purposes, with such written notice as stated in the Royal Oak City Charter Chapter 3 Section 5.
9. The city commission may hold joint meetings with the school board; boards; commissions; committees; Downtown Development Authority; and municipal governments who share a community interest with the City of Royal Oak. Such meetings shall be scheduled for a specific purpose or goal, agreed to by the Royal Oak City Commission and any other entity or entities before the meeting.
10. Work/Study Sessions may be held upon the call of the mayor, city manager or city commission member, which sessions shall be open meetings the public may attend and with appropriate notice to the city commission members and the public. The city commission may convene a work/study session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion, nor shall any city commission member enter into a formal commitment with another member regarding a vote to be taken subsequently.
11. The mayor and/or any two members of the city commission may call for a roll call vote of the entire city commission at any time, in which the city clerk shall announce the roll call

Attachment 1

vote starting with the maker of the motion and continuing around the table clockwise, with the mayor voting last.

12. Staff reports greater than two-pages in length that are not on the consent agenda shall be provided to the city commission members no later than 4:30p.m. on the Tuesday preceding the meeting at which it will be discussed. An exception may be allowed by the mayor, in which case all city commissioners shall be notified by 4:30p.m. on the Tuesday preceding the meeting that a particular report has been authorized by the mayor for later delivery. These deadlines do not apply to material submitted by a city commissioner, a petitioner, or other member of the public.
13. All material submitted for a city commission meeting agenda must be posted to the city's website by 4:30pm. on the Friday prior to the city commission meeting at which it will be discussed.

Attachment 2

RULES OF PROCEDURE FOR PUBLIC PARTICIPATION

Citizens and other individuals having interest in the City of Royal Oak are invited to participate in the Public Comment portion of each Royal Oak City Commission Meeting. Each individual wishing to participate in this portion of the meeting must follow all of the listed rules below. Public comment is specifically defined as the recognized speaker making comment to the topic of their choice; further defined as a one-way communication during the meeting. Public comments will not be answered or countered during this portion of the meeting. However, public comments are part of the record of the meeting; and concerns raised during this portion of the meeting may at future and appropriate time be addressed either by the mayor and/or members of the city commission or, upon their determination, be assigned to a specific employee of the city.

INTRODUCTION:

It is the purpose of these procedures to encourage public participation in an orderly manner, which gives everyone a reasonable opportunity to present his or her point of view for consideration of the City Commission. The public is invited to speak on issues before the City Commission during public hearings and during general audience participation. Items on the agenda or other topics can be discussed during general audience participation.

Individuals may request that an item be placed on the City Commission agenda by submitting the request in writing to the City Clerk who will forward the request to the Mayor and City Commission for consideration. Individuals may also request that an item be placed on the agenda by contacting a member of the City Commission or by speaking to the item during public comment at a regular City Commission meeting.

If your presentation concerns a specific complaint or suggestion, you may find it more convenient and may receive faster service if you call the appropriate City department during regular business hours. If you have contacted the department and for some reason results were not satisfactory, please call the head of the department or the City Manager's office.

A time limit is established to be sure that everyone has an opportunity to speak and that presentations do not become repetitious. While the City Commission wishes to give everyone an opportunity to express his or her point of view, it is not necessary nor advisable for every member of a group to address the City Commission. In those cases where a group is in attendance, it is suggested that one or two spokespersons be selected. The City Commission attempts to make informed decisions based on all the information available rather than simply on the number of people who offer the same information or arguments.

1. An individual shall not address the City Commission without first having been recognized by the Mayor.
2. Upon being recognized, the individual shall proceed to the front of the room to use the microphone and state his or her full name (providing an accurate spelling), residential address, and the topic to be discussed.
3. Speakers shall be limited to a presentation of five minutes unless such period of time is extended by a vote of the City Commission.
4. An individual will not be given an opportunity to speak a second time on the same issue until all others wishing to make a presentation on the subject have had an opportunity to do so.
5. When a person(s) becomes unruly, the Mayor may declare said person(s) in the audience to be out of order and if necessary may rule that the individual(s) has forfeited the opportunity to speak further. A person(s) may be excluded from the meeting for breach of the Peace committed at the meeting. Clapping and cheering are inappropriate.
6. These rules of procedure are intended to supplement Robert's Rules of Order, which have been adopted by the City Commission. Where inconsistencies or conflict may exist between these rules and Robert's Rules of Order, these rules shall prevail.